



**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

3650 SCHRIEVER AVENUE
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March 27, 2007

To: PROJECT DIRECTORS
LEGAL TRAINING (LT) PROGRAM

Subject: REQUEST FOR APPLICATION (RFA) – FISCAL YEAR 2007/08

The Governor's Office of Emergency Services is pleased to announce the release of the LT Program RFA. The purpose of this program is to provide a statewide program of training, education and research for prosecutors and defense attorneys.

Enclosed is a copy of the RFA for the LT Program, which you should have already received through electronic mail to utilize the computerized forms. Please note the deadline for submission of LT Program applications is **Monday, May 7, 2007**. All proposals must be **postmarked by Monday, May 7, 2007, or hand delivered to this office by 5:00 p.m. on the same day**.

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: **LT RFA – Crime Suppression Section**

Should you have questions concerning this program or the enclosed RFA, please contact Ann Saldubehere, Program Specialist, Crime Suppression Section, at 916-324-9225.

Sincerely,

JOHN ISAACSON, Chief
Crime Suppression Section

Enclosure

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**LEGAL TRAINING PROGRAM
REQUEST FOR APPLICATION**

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- III. FORMS** - Click (FORMS) to get the required forms listed below, **or** go to www.oes.ca.gov and select *Recipient Handbook, Appendices, and Forms*, **or** paste the following link into your browser:
www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

[GRANT AWARD FACE SHEET AND INSTRUCTIONS](#)

[PROJECT CONTACT INSTRUCTIONS AND INFORMATION](#)

[SIGNATURE AUTHORIZATION AND INSTRUCTIONS](#)

[CERTIFICATION OF ASSURANCE OF COMPLIANCE](#)

[PROJECT NARRATIVE](#)

[APPLICATION BUDGET – BUDGET NARRATIVE](#)

BUDGET FORMS (Excel spreadsheet format) - Without Match

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

PROJECT SUMMARY

SAMPLE OPERATIONAL AGREEMENT

NONCOMPETITIVE BID REQUEST (if applicable)

OUT OF STATE TRAVEL REQUEST (if applicable)

PROJECT SERVICE AREA INFORMATION

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES (if applicable)

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**LEGAL TRAINING PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Recipient Handbook Appendices and Forms."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax or e-mail.

ANN SALDUBEHERE
Criminal Justice Specialist
916-324-9225
916-323-1756
ann.saldubehere@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Monday, May 7, 2007**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: LEGAL TRAINING PROGRAM
Crime Suppression Section

2. Hand delivered by **5:00 p.m. on Monday, May 7, 2007** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: LEGAL TRAINING PROGRAM
Crime Suppression Section

D. ELIGIBILITY

Only current funded legal training projects, the California District Attorney Association (CDAA) and the California Public Defenders Association (CPDA), may submit applications for continuation funding.

E. FUNDS

Projects responding to this application must budget for twelve (12) months. The grant period is from July 1, 2007 through June 30, 2008. OES anticipates that \$800,000 in State general funds will be allocated for this program. There is no match for the program, and funds are allocated on a 3 to 5 ratio (37.5 percent for public defense and 62.5 percent for prosecution). Funds are used to provide a statewide program of training, education and research for prosecutors and public defenders. The proposed funds for the LT Program in FY 2007/08 are as follows:

Total Available: Local Public Prosecutor/Public Defender Fund	<u>\$800,000</u>
1. The CDAA project will receive: Local Public Prosecutor/Public Defender Fund	\$500,000
2. The CPDA project will receive: Local Public Prosecutor/Public Defender Fund	\$300,000

F. PROGRAM INFORMATION

The Legal Training (LT) Program funds two projects -- the California District Attorney's Association (CDAA) and the California Public Defenders Association (CPDA) -- to provide a statewide program of training, education, and research for prosecutors and public defenders. These two projects offer an array of training seminars on emerging issues qualifying for the State Bar of California's Minimum Continuing Legal Education (MCLE) requirements.

G. PREPARING AN APPLICATION

Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine (9) required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Project Service Information; and
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**LEGAL TRAINING PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III.

The applicant must use the forms provided or computer-generated forms, and plain 8½ x 11" white paper for the project narrative sections. The included Project Narrative Sections has been pre-formatted to OES standards. If you create your own computer-generated forms they must duplicate the OES forms.

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind application.**

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

Develop updated objectives and activities to be implemented to meet the needs addressed in the problem statement. The objectives must be measurable. The goals should be established as objectives, and then further detailed by activities which show how the objectives will be met.

Provide a timeline for completion of the objectives and activities. The timeline must highlight anticipated levels of achievement in particular intervals throughout the grant award period. Describe the staffing required to carry out the grant objectives and activities as supported by the proposed budget.

Measurable quantitative project activities in the required categories must be established. Include information that demonstrates how the project's activities will successfully accomplish the objectives. The project may add additional objectives in response to specific community needs.

THE CDAA PROJECT MUST COMPLETE THE FOLOWING OBJECTIVES*:

Objective 1: Assist the Public Prosecutors in the areas of continuing education and training by providing training seminars throughout the grant year that address emergent issues/advanced topics during Fiscal Year 2007/2008.

Objective 2: Provide training and orientation, not only to Public Prosecutors, but also to all professionals in the specific training field, on a space available basis.

Objective 3: On a timely basis, produce, update, and maintain published materials based on the subject matter of each seminar for distribution at the seminar, as well as to interested parties during the course of the year following the seminar.

Objective 4: Establish, catalogue, and update a Video Film Bank of current training seminars being offered.

Objective 5: Produce periodicals appropriate for Prosecutors, such as the Gang Beat Newsletter and the Prosecutors Brief. Publications cited are examples and are not meant to be an exclusive listing.

Objective 6: Maintain a cadre of trainers by name, background, location, and subject expertise that may be used to provide training in their specialty areas, depending upon the training needs.

Objective 7: Implement and maintain a Minimum Continuing Legal Education program in subject areas prescribed by the State Bar of California. Subject areas, such as Legal Ethics, Law Practice Management, Substance Abuse/Emotional Distress, and Elimination of Bias in the Legal Profession, are included.

Objective 8: Produce a specific Prosecutor's Gang Training program to cover the subjects of Gang Violence, Vertical Prosecution, Gang Identification, and Witness Intimidation.

List **Activities in narrative or bullet format.*

*List **Projected Goal** results in narrative or bullet format.*

THE CPDA PROJECT MUST COMPLETE THE FOLLOWING OBJECTIVES*:

Objective 1: Assist the Public Defenders in the areas of continuing education and training by providing training seminars throughout the grant year that address emergent issues/advanced topics during Fiscal Year 2007/2008.

Objective 2: Provide Training and Orientation, not only to Public Defenders, but also to all professionals in the specific training field, on a space available basis.

Objective 3: On a timely basis, produce, update, and maintain published materials based on the subject matter of each seminar for distribution at the seminar, as well as to interested parties during the course of the year following the seminar.

Objective 4: Establish, catalogue, and update a Video Film Bank of current training seminars being offered.

Objective 5: Produce periodicals appropriate for Public Defenders, such as the California Defender magazine. This is an example and is not meant to be an exclusive listing.

Objective 6: Maintain a cadre of trainers by name, background, location, and subject expertise that may be used to provide training in their specialty areas, depending upon the training needs.

Objective 7: Implement and maintain a Minimum Continuing Legal Education program in subject areas prescribed by the State Bar of California. Subject areas, such as Legal Ethics, Law Practice Management, Substance Abuse/Emotional Distress, and Elimination of Bias in the Legal Profession, are included.

List **Activities in narrative or bullet format.*

*List **Projected Goal** results in narrative or bullet format.*

Applicants should describe the implementing agency including size, composition, structure, the primary mission, philosophy, and range of services. Provide an updated organizational chart that shows the relationship between the governing body, the implementing agency, and the project staff. Grant funded positions should be bolded/highlighted.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. Select "*Recipient Handbook, Appendices, and Forms*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.

- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

2. Specific Budget Categories

There is an Excel Workbook in *Recipient Handbook, Appendices and Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

OR

Each budget category requires line item detail including the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. Charges must be clearly documented **and rounded up to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget including each funding source and/ or match amount must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet. Additionally, the totals from each funding source or match must correspond to the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. **Personal Services – Salaries/Employee Benefits (OES A303a):**

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see

Recipient Handbook, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Project Summary
- Organizational Chart
- Project Service Area Information
- Noncompetitive Bid Request (if applicable)
- Computer and Automated Systems Purchase Justification Guidelines (if applicable)
- Out of State Travel Request, OES 700 (if applicable)